

अण्डमान तथा  
Andaman And



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अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
सचिवालय / **SECRETARIAT**

**NOTIFICATION**

Port Blair, dated the 07<sup>th</sup> May, 2015

No. 76/2015/F.No. 1-8(4)/2013/Power.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with Govt. of India, Ministry of Home Affairs, Notification No. U-14/3/ 60-ANL dated 11<sup>th</sup> April, 1960 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the post of “**Multi Tasking Staff**” (Group ‘C’, Non-Gazetted/ Non-Ministerial) (redesigned vide Administration’s Order No. 3789 dated 12.12.2014) borne in the Electricity Department, Andaman and Nicobar Administration, namely :-

**1. Short Title and Commencement :**

- (i) These Rules may be called the Andaman and Nicobar Administration (**Multi Tasking Staff**), Recruitment (Amendment) Rules, 2015.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of Posts, Classification and Scale of Pay :**

The number of posts, its classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these Rules.

**3. Method of Recruitment, Age Limit, Qualifications etc. :**

The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in paras 5 to 14 of the abovesaid Schedule.

**4. Disqualification : No person —**

- a) Who has entered into or contracted a marriage with a person having spouse living; or
- b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Administrator, Andaman & Nicobar Administration, may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these Rules.

**5. Powers to Relax :**

Where the Administrator, Andaman & Nicobar Administration, is of the opinion that it is necessary or expedient so to do, he may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving :**

Nothing in these Rules shall affect reservation, relaxation regarding age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lt. General AJAY KUMAR SINGH**  
**PVSM, AVSM, SM, VSM (Retd.)**  
**Lieutenant Governor,**  
**Andaman & Nicobar Islands.**

**By order and in the name of the Lieutenant Governor,**

**Sd./-**  
**(Abdul Latif)**  
**Deputy Secretary (Power)**

**SCHEDULE**

**RECRUITMENT RULES FOR THE POST OF MULTI TASKING STAFF**  
**(In place of erstwhile Group "D" posts of Peon, Safaiwala, Mali, Watchman and Daftry etc.)**  
**under Electricity Department**

1	Name of the post	<b>MULTI TASKING STAFF</b>
2	Number of posts	138 (One hundred thirty eight only)* (2015) *Subject to variation dependent on workload
3	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4	Pay Band and Grade Pay / Pay Scale	PB-1 Rs. 5200-20200 with Grade Pay Rs. 1800
5	Whether Selection or Non-Selection post ?	Not applicable
6	Age limit for direct recruits	18-33 years for Male 18-38 years for Female (Relaxable in case of Govt. Servant upto 5 years in accordance with the instructions / orders issued by the Central Govt. from time to time). <b>Note :-</b> The crucial date of determining age limit shall be the closing date for receipt of names/ applications from employment exchange/ candidates.

7	Educational and other qualifications prescribed for direct recruits	<b>Essential :-</b> 1. Must have passed Secondary School (Class X) Examination from a Government recognized Board/ Institution. <b>Desirable:-</b> i) Training in Basic and Refreshers Course in Home Guards and Civil Defence ii) Ability to ride Bicycle iii) Ability to stitch Files/ Records and its maintenance
8	Whether age and other qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
9	Period of probation, if any	2 (Two) years
10	Method of recruitment, whether by direct or by deputation / absorption and percentage of posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable`
12	If a DPC exists, what is its composition ?	<b>Group 'C' DPC (for considering Confirmation) consisting of :</b> 1. Superintending Engineer - Chairman 2. Executive Engineer (PG) - Member 3. Executive Engineer (PWD) - Member 4. Assistant Director (Admn.) - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Duties and Responsibilities	Attached as Annexure to the Schedule

**ANNEXURE****JOB DESCRIPTION FOR THE POST OF MULTI TASKING STAFF**

(In place of erstwhile Group "D" post of Daftry, Peon, Watchman, Mali and Safai Karamchari).

1. Physical maintenance of records of the Section.
2. General cleanliness and upkeep of the Section/ Office.
3. Carrying of files and other papers within the building.
4. Photocopy sending of FAX etc.
5. Other non-clerical work in the Section/Office.
6. Assisting in routine office work like Diary, Dispatch etc. including on Computer.
7. Delivering of Dak (outside the building).
8. Watch & Ward duties.
9. Opening & closing of room.
10. Cleaning of rooms.

11. Dusting of furniture etc.
12. Cleaning of building, fixtures etc.
13. Work related to his ITI qualifications, if it exists.
14. Driving of vehicles, if in possession of valid driving license.
15. Upkeep of parks, lawns, potted plants etc.
16. To assist the store staff in collection of stationeries and other materials equipments, furniture etc.
17. To assist the store staff for issuance of stationeries and other materials to different section on the basis of proper indent.
18. To assist in shifting furniture and equipments from one place to another in the office as directed by the Office-in-Charge.
19. To assist the store staff in keeping unserviceable furniture/ equipment, stores in the proper manner at appropriate place.
20. Any other works assigned by the superior or authority.

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